



RETURN TO SERVICE CHECKLIST



The following procedure will be used to return aircraft to service after a maintenance interval.

1. All maintenance flights must be approved and flight released by the LGM, Assistant LGM or DO only.
2. All pick-ups begin prior to 1100 local time. Exceptions must be approved by LGM or LGMA.
3. Maintenance flights are released under the A9 Mission Symbol.
4. All flights will be conducted in VFR conditions unless approved by the LGM.
5. Review and update Aircraft Information File (AIF) front cover data (Notify aircraft scheduler of any changes to the cover data).
6. Verify the inspections/repairs have been completed successfully.
 - ☐ Mid Cycle Oil Change
 - ☐ 100 Hour / Annual
 - ☐ Pitot Static System/Transponder
 - ☐ Corrosion Proofing
 - ☐ ELT Battery Replacement
 - ☐ Other (Specify) _____
7. Verify at least 4 extra quarts of oil are stored in the aircraft.
8. Return to the Maintenance Facility if any discrepancies are discovered during Engine Start, Taxi or Run-Up.
9. Return to the Maintenance Facility (if able) if any discrepancies are discovered during Departure, Climb or Cruise.
10. Secure aircraft at the assigned base, close flight with FRO and report final Tach Time and aircraft status to the Scheduler.
11. Notify LGM the aircraft has been returned to service.
12. Enter flight data, fuel costs and reason for the flight (i.e. 50 hr oil change) into WIMRS.
13. Scan and email this form to the LGM or LGMA.

Pilot: _____

Aircraft: N_____

Signature: _____

Date: _____

T. Woods

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